



HOWARD COUNTY, MARYLAND
OFFICE OF PURCHASING
6751 Columbia Gateway Drive, Suite 501
Columbia, MD 21046
(410) 313-6370
www.howardcountymd.gov/purchasing

ADDENDUM NO. 1

November 5, 2015

Request for Expressions of Interest (EOI) Number 03-2016
Consultant Services for:
Construction Inspection, Engineering & Administrative Services On-Call Contract
Opening Date: November 18, 2015 Time 2:00 p.m.

This addendum is hereby made a part of the Request for Expressions of Interest Number 03-2016. The following information is provided in response to questions raised at the Pre-Submittal Conference held on Wednesday October 15, 2015 and other questions received for the subject EOI. Please note the following information, corrections and/or modifications to the request and submit responses accordingly.

Changes

Delete Pages 25 and 26, Equal Business Opportunity Participation, and replace with the revised pages 25 and 26.

Questions

1. What types of projects would be required under this contract?
Answer: Typically projects would involve inspection of water and sewer mains, storm-water management, roads, grading and sediment control.
2. Is this a best value or price contract?
Answer: The firms are selected through submittal and interviews on a quality based selection, rates are secondary, but there are ceilings to allowable rates.
3. How is the work distributed among the consultants?
Answer: We try to spread the work around to the firms that respond with resumes.
4. How many firms were awarded the previous contract and how many will be awarded this current contract?
Answer: Four contracts were awarded previously. It has not been determined how many contracts will be awarded under this solicitation.
5. What are the names of the firms and how much money was spent?

Answer: The firms awarded the contracts are KCI Technologies, Inc, Development Facilitators, EBA Engineering and Whitman, Requardt & Associates. The County has spent approximately \$12,500,000.00 for all four combined.

6. Is Code enforcement included in addition to capital project inspection?

Answer: The contract involves inspection of private developer and capital projects as well as large diameter plumbing permits outside the building.

7. Is certified construction manager as a substitute for professional engineer as the project manager?

Answer: Yes a certified construction manager may be substituted for a professional engineer.

8. Which inspection credentials are valued?

Answer: Maryland Department of the Environment Responsible Personnel Certification (formerly known as 'Green Card' certification) – is required for all inspectors involved in site inspection; National Institute for Certification in Engineering Technologies (NICET) - although the subject matter is very broad utility and paving skills will serve this contract well; American Concrete Institute (ACI) – may be needed for certifying concrete materials; and NASSCO CIPP Certification – for pipe relining likely will be needed for some Capital Project Inspection.

9. Are Maryland State Highway credentials desired?

Answer: No, Howard County owns the water distribution system. Our inspections focus on utilities. We do perform roadway construction inspections, but we do not have the same amount of resources and emphasis on paving.

10. Are Systems and vertical construction inspection part of this contract?

Answer: Yes, but they are not frequent. The bulk of the inspection needed is horizontal site construction. The contract scope can include different types of construction; typically there is only occasional recreation and parks building construction for a nature center; athletic fields and comfort stations.

11. Are Joint ventures allowed?

Answer: Yes.

12. Should all appendices be included with the submittal packet?

Answer: Refer to item #7.2 in the EOI.

13. Are standard form 254 required from all sub-consultants?

Answer: We do not limit the number; it is at your discretion; the prime contractor will not be penalized for not submitting this information regarding sub-consultants.

14. On Form 255 item 10 will it be considered in evaluation of the submittal?

Answer: Yes

15. On listing project history; for SF 255 item 10, is it necessary to distinguish consultants' capital work projects history from their private work projects history?

Answer: No. In the form, list the best examples of work and skills for each area.

16. Can you serve as a prime and sub?

Answer: No, at the time of contract award each company will have one single contract for this EOI.

17. Generally, what information is most helpful to list in the submittal package?

Answer: Consider the scope presented above and make the most relevant concise presentation possible.

18. What type of inspectors and how many inspectors work under this contract?

Answer: On-call services; right fit to fulfill a given professional services need; typically we rely on approximately eight inspectors to supplement the CID Inspection Staff; this number varies depending on construction needs at the time and performance of inspectors; For example – a Capital Water and Sewer project may have an eight month duration and experience with c900 pipe is needed. If the inspector is skilled and reliable she/he may continue on to other site inspection.

19. How often does the County evaluate EBO compliance?

Answer: The Office of Purchasing performs EBO compliance checks randomly.

Attachments

- Revised EBO Forms
- Pre-Submittal Conference Sign-In Sheet

Please acknowledge addenda by signing below and returning with your EOI. Failure to acknowledge this addendum may be cause for rejection of your EOI.

ADDENDUM RECEIVED BY:

Signature

Company Name

Title

EHB/kea

APPENDIX D

SAMPLE

EQUAL BUSINESS OPPORTUNITY PARTICIPATION

NOTICE TO PRIME CONTRACTORS 10% SUBCONTRACTING GOAL ON CONTRACTS VALUED AT \$50,000 OR MORE

Howard County Code Section 4.122 established an Equal Business Opportunity program to foster overall equity and fairness to all citizens in relation to business enterprises conducting business with the County.

If a contract is \$50,000 or more, the Prime Contractor shall make a good faith effort to comply with the Howard County Equal Business Opportunity (EBO) program's 10% subcontracting goal. The Prime Contractor shall make a good faith effort to obtain minority subcontractor participation even if the Prime Contractor has the capability to complete the work with its own workforce. This is also applicable to Prime Contractors that are minority-owned firms. The percentage requirement may vary. Prime Contractors should submit the following completed *Equal Business Opportunity Subcontractor Participation Form* with the bid. Identify subcontractors prior to submitting the proposal. After contract award, changes in subcontractors require the written approval of the EBO Coordinator.

Possible areas of obtaining subcontracting participation include, but are not limited to, flagging services, hauling, copying and printing, and the purchase of materials used in performing the contract. Contractors may use minority, women or disabled business enterprises certified by Howard County, Maryland; the Maryland Department of Transportation; the City of Baltimore, Maryland; or another certifying entity in order to satisfy the 10% subcontracting goal. The website addresses for lists of minority businesses are:

[Howard County - Equal Business Opportunity List of Firms A-Z](http://www.mdot.state.md.us/MBE_Program/index.html)
http://www.mdot.state.md.us/MBE_Program/index.html
<http://cityservices.baltimorecity.gov/mwboo>

Contractors should submit a completed *Equal Business Opportunity Subcontractor Participation Form* with the bid identifying each certified EBO firm they intend to use on the contract. However, if the EBO Subcontractor Participation Form is not submitted with the bid, the County may request EBO subcontractor participation of the successful contractor.

Contractors failing to achieve the Equal Business Opportunity Program goal following a good faith effort to obtain participation must complete the *Equal Business Opportunity Program Request for Subcontracting Waiver* and provide documentation of its good faith attempts to obtain EBO participation. The County will determine if the efforts made satisfy a good faith attempt. A waiver will only be considered in rare contracts after a determination that the Contractor has made a good faith effort and thoroughly documented the efforts. Contractors should submit the *Equal Business Opportunity Program Request for Subcontracting Waiver* with the bid. However, if the request for waiver form is not submitted with the bid, the County may obtain the request for waiver of the successful contractor.

If the County exercises its option to renew the contract, it is expected that the EBO subcontracting goal will be met for each subsequent contract year when the contract amount is \$50,000.00 or more. Questions relating to the EBO program shall be directed to the EBO Coordinator 410-313-6370.

PRIME CONTRACTORS' COMPLIANCE OF EBO SUBCONTRACTOR PARTICIPATION

Prime Contractors that are awarded County contracts shall maintain adequate records of EBO participation on County contracts. The County may require that prime contractors report whether or not they met the proposed EBO subcontracting goal, so that the County can track compliance of EBO participation on County contracts.



SAMPLE HOWARD COUNTY, MARYLAND
EQUAL BUSINESS OPPORTUNITY (EBO)
SUBCONTRACTOR PARTICIPATION FORM

COUNTY USE ONLY
EBO APPROVAL

CONTRACT TITLE: CONSTRUCTION INSPECTION, ENGINEERING & ADMINISTRATIVE SERVICES ON-CALL		
SOLICITATION # EOI-03-2016	CAPITAL PROJECT #	CONTRACT / PO #
TERM: APPENDIX D	RENEWAL #	AMOUNT \$

PRIME CONTRACTOR NAME:			
ADDRESS:			PHONE:
EBO STATUS (Y/N):	*EBO TYPE:	CERTIFYING AGENCY:	CERTIFICATION #

PRIME CONTRACTOR SHOULD LIST ALL EBO SUBCONTRACTORS / SUBCONSULTANTS / SUPPLIERS			
INSTRUCTIONS FOR COMPLETING THIS FORM			
<ul style="list-style-type: none"> Complete the section below identifying each certified EBO firm (Minority (MBE), Woman (WBE), and Disabled (DBE) Business Enterprises) you intend to use on this project. Attach additional sheets if more than two (2) subcontractors. This form represents the contractor's commitment to utilize the named EBO firms at the percentages indicated should the contract be awarded to the contractor. This form should accompany your bid or proposal. *EBO Types: AA (African American), ASA (Asian American), HIS (Hispanic American), NA (Native American), FEM (Female), DIS (Disabled) 			

SUBCONTRACTOR NAME:			
ADDRESS:			PHONE:
CONTACT REPRESENTATIVE:		EMAIL:	
*EBO TYPE (Check One) <input type="checkbox"/> AA <input type="checkbox"/> ASA <input type="checkbox"/> HIS <input type="checkbox"/> NA <input type="checkbox"/> FEM <input type="checkbox"/> DIS			
CERTIFYING AGENCY:	CERTIFICATION #	EBO PARTICIPATION %	
DESCRIPTION OF WORK:		EBO PARTICIPATION \$	

SUBCONTRACTOR NAME:			
ADDRESS:			PHONE:
CONTACT REPRESENTATIVE:		EMAIL:	
*EBO TYPE (Check One) <input type="checkbox"/> AA <input type="checkbox"/> ASA <input type="checkbox"/> HIS <input type="checkbox"/> NA <input type="checkbox"/> FEM <input type="checkbox"/> DIS			
CERTIFYING AGENCY:	CERTIFICATION #	EBO PARTICIPATION %	
DESCRIPTION OF WORK:		EBO PARTICIPATION \$	

PRINTED NAME

EMAIL

SIGNATURE (VENDOR OFFICIAL)

TITLE

DATE

SAMPLE
Howard County, Maryland

IT IS IMPORTANT TO COMPLETE THE GRAY AREAS OF THIS FORM AS IT WILL ASSIST HOWARD COUNTY'S ONGOING EFFORTS TO OBTAIN MBE/DBE/WBE PARTICIPATION.

Pre-Submittal Meeting,
EOI-03-2016
Construction Inspection, Engineering &
Administrative Services On-Call Contract

Thursday, October 16, 2016 @ 1:00 p.m.

PRINTED NAME OF REPRESENTATIVE	COMPANY NAME	IS YOUR COMPANY EBO/MBE CERTIFIED?	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS	INTERESTED IN BEING A SUB- CONTRACTOR? CHECK HERE
Rick McGraw	AMT	NO	240-522-6637	rmcgraw@amt-engineering.com	
Michael Knowles	The Robert B. Butler Co	YES	410-363-1555	mknowles@butlerco.com	YES
Alex Njoroge	BIZ SOLUTIONS 360	YES	202-588-0560	alexnb360inc.com	YES
Rhonda Wilson	GES	YES	301-216-2971	rhonda@ges-inc.com	Maybe
MARK J FLACK	PEC	YES	443 281 8071 (FAX) 443 318 4691	MFLACK@PECINC.MD.COM	YES
Will McCauley	LOUIS BERLEZ	NO	443-2163-6677	WILL.McCauley@LOUISBERLEZ.COM	NO
John Huchrowski	PRIME-AE GROUP	YES	410 654-3791	j.huchrowski@primeeng.com	YES
Dan Beaulieu	"	"	"	dbeaulieu@primeeng.com	"
Michele Karnow	"	"	"	m.karnow@primeeng.com	"
Elizabeth Bousio	Willie Montegomery	NO	410-404-9993	ebousio@williemontgomery.com	
Yoni Osoba	ECE	YES	410-290-5750 410-290-5754	yosoba@ece-hd.com	Maybe
Callie Geller	Alpha Corporation	W	410-646-3044 410-646-3755	callie.geller@alphacorporation.com	

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Barry Catterton	Specialized Engineering	NO	240-482 5072	BCatterton@ specializedengineering.com	Yes.
JAMES FOLLEN	CENTURY ENGINEERING	NO	443-589-2400	JFOLLEN@CENTURYENG.COM	YES
BRUCE FOXWELL	GEORGE, MUIST & BURN	NO	410-329-5003	bfowell@gmburn.com	
JEFF WISNOLDT	ADVANTAGE ENGINEERS	NO	443 393 7707 443 601 0446	twisnol@ advantageengineers.com	YES
Jim Wilson	EBA Engineering	Yes	443-838-0384	jim.wilson@ebaengineering.com	No.
Megan Disney	EBA Engineering	Yes	410-504-6078	megan@ebaengineers.com	NO
MARTIN P. WURDEMAN	O'CONNELL & LAWRENCE		301-924-4570 FAX-301-924-5872	martin.wurde@oelmc.com	YES
Stan Emory	Arcadis	NO	410-381-1990 410-381-0109	Stan.Emory@arcadis.com	
KENNY O'DONNELL	JWH	NO	443-515-0844	Kodonnell@jwh.com	YES
ED NEWMAN	Hill International	NO	443-257-4864	ednewman@hillintl.com	YES
RON CASEY	CES CONSULTING	Y	703-999-3472	RCASEY@CES-CONSULTING.COM	Y

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Dennis McMahon	RK & K	No	410-218-3355	Dmcmahon@ RKL.COM	No
DAN TICE	BRADIS & ASSOC., INC	No	410-884-3607	DTICE@BRADIS.COM	No
ANDREW LI	CKR & A	No	410-246-3417	ali@curallp.com	No
Carl Spessella	WED	No	443-224-1720	cscheff@curallp.com	No
Anna Cassella	Min Engineering, Inc	Yes	410-484-4692	acassella@minengineering.com	Yes
David Wissman	DFI	No	443-308 2100 2108	inspection@dfi-engineering.org	No
ADAM GARDNER	KCI	No	443-717-4406	ADAM.GARDNER@ KCI.COM	No
BOB HOLSTEAD	DMY ENGINEERS	YES	301-768-4168	bholstede@myee.com	YES
Sandy Hennen	Truckley + Robertson	Yes Howard Co	7443.733.1011 7443.733.1015	Shennings@fandrc.com	yes

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CARL D. REIMER	DEVELOPMENT FACILITIES	No	443-668-2562	carl.reimer@tiengineering.com	No
Kiana Smith	Kumi Constr. Mgmt	yes	402-448-0418 x204	Ksmith@kumic.com	yes
Sharon Ames	HAKS	No	40-605-0592	Sharon@haks.net	No
Genea Parker	WBEH	No	410-512-4537	gmerkelle@wbeh.com	No
			410-324-4100 Fax	gmerkelle@wbeh.com	No